

*The Laboratory School*  
*at*  
*Colby-Sawyer College*

*Windy Hill School*  
*Family Handbook*

**2017-2018**

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## *Welcome to Windy Hill School*

This handbook is intended to inform families about the various programs and related policies provided by Colby-Sawyer College's early childhood laboratory school. By familiarizing yourself with its contents, you strengthen the connection between home and school. Our goal is to find many ways for school and home to work together for the benefit of your child.

Windy Hill School is an integral part of the college's Child Development and Early Childhood Education Programs, offering special opportunities for young children placed in our care. College students and children enrolled at Windy Hill School learn from one another and form unique relationships that enhance the educational experiences of all involved. Our highly trained staff serve as mentors for college students moving through the program. Under the guidance of our staff, students develop activities specifically aimed at enhancing children's understanding of the self and the awakening of intellectual curiosities.

Information about our programs can be obtained by calling the front desk at 603-526-3695. We invite you to call and schedule a personalized tour of our facility.

Thank you for your interest in the Windy Hill School learning community. Please let us know if we can be of assistance to you.

Sincerely,

*Janet Bauer*

**Janet Bauer M. Ed.**

Director of Windy Hill School

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College

## *Services and Hours of Operation*

Windy Hill School provides early care and learning for toddlers starting at 13 months through pre-kindergarten. It is open for the academic year from late August to early June, Monday through Friday, between the hours of 7:30 a.m. and 2:30 p.m. Additionally, extended day care is available Monday through Friday, from 2:30-5:30 p.m. Enrollment options open annually at the end of March.

### *Daily Schedule*

7:15am-7:30am	Teachers arrive and prepare classrooms
7:30	Arrival time for students
7:45-2:30	Regular academic day
2:30-5:30	Extended Day

# WINDY HILL SCHOOL CALENDAR

2017-2018

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August 30	Windy Hill Opens
September 4	Labor Day – No School
October 9	Columbus Day – No School
November 22, 23, 24	Thanksgiving Holiday – No School
December 18 – January 1	Winter Holiday – No School
January 2	Windy Hill Reopens
February 19	President’s Day – No School
March 12-March 16	Spring Break – No School
April 23	Professional Development Day
May 28	Memorial Day – No School
June 8	Last Day of School

*Please Note:*

*This calendar is subject to change. You will be notified of any changes in program scheduling.*

**Windy Hill School  
Registration Contract 2017-2018**

Child's Name: \_\_\_\_\_

Program: \_\_\_\_\_

						<u>Weekly Cost</u>
Schedule:	Monday - Friday	7:30 - 2:30	\$ 6,930.00	<input type="checkbox"/>		\$ 182.37
	Monday - Friday	2:30 - 5:30	\$ 2,970.00	<input type="checkbox"/>		\$ 78.16
	Mon/Wed/Fri	7:30 - 2:30	\$ 4,158.00	<input type="checkbox"/>		\$ 109.42
	Mon/Wed/Fri	2:30 - 5:30	\$ 1,782.00	<input type="checkbox"/>		\$ 46.89
	Tue/Thur	7:30 - 2:30	\$ 2,772.00	<input type="checkbox"/>		\$ 72.95
	Tue/Thur	2:30 - 5:30	\$ 1,188.00	<input type="checkbox"/>		\$ 31.26
Total for Academic Year and Week			\$		\$	

**Payments:** Weekly payments are due in advance on the Friday prior to the start of the school week. ie: Payment is due Friday, September 1 for week of September 4 - 8  
Windy Hill's annual tuition is based on 180 school days per year. Yearly amount is divided over 38 weeks.

During inclement weather, Windy Hill School may delay opening, close early, or close for the day. There is no reduction in tuition for delayed opening or school closing due to weather related problems.

**Early Withdrawal Policy:** Windy Hill is an annual commitment. If you withdraw early, you will be responsible for paying tuition from the date of withdrawal until the last day of the semester.

Exceptions may be made in the case of:

- 1) Moving from the area
- 2) Medical reasons that necessitate withdrawal
- 3) Withdrawal at the request of the school

Except as noted there are no adjustments to absences

I agree to the tuition, policies and fees as described above and in the online handbook.

<http://colby-sawyer.edu/assets/pdf/Windy-Hill-Family-Handbook-2016-2017.pdf>

Please print name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*See Appendix A for Windy Hill enrollment and tuition policies.*

Initial the box next to the terms to indicate your agreement:

I agree to pay the monthly tuition rate based on my child's attendance including Extended Care as described in the Windy Hill brochure. The \$100.00 registration fee accompanies this form.

In compliance with NH state laws, a medical report and immunization record must be received on or before the first day of school.

I give permission for my child to go on field trips.

I give permission for my child to receive simple first aid when necessary or, in the event of a more serious event, to be transported to a hospital to receive emergency medical treatment.

I understand Windy Hill is a campus laboratory school and, as such, child development students will continually be observing and reporting on the children as part of their regular class assignments.

I understand I will have access to only those student reports that are included in my child's folder at school.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

## On-Line Payment Option:

The following click stream will bring you to the Windy Hill on-line payment form.

The following click stream will bring you to the Windy Hill on-line payment form.

From the homepage [www.Colby-Sawyer.edu](http://www.Colby-Sawyer.edu)

Under “Offices & Services,” click on Financial Services

Click on “Storefront & Smartcard”

Click on “Go to Storefront”

Select “Windy Hill School” and follow the steps.

### Contact Information

Janet Bauer	Director	526-3774/526-3695
Lori Shannon	Toddler Teacher	526-3694
Karen Cook	Toddler Teacher	526-3694
Brandi Welborn	Toddler Teacher	526-3695
Chris Wiest	Toddler Teacher	526-3695
Brenda White	Nursery Teacher	526-3693
Suzanna Sicard	Nursery Teacher	526-3693
Alice Coish	Pre-K Teacher	526-3693
Gina Reich	Extended Day Nursery/Pre-K Teacher	526-3694

## Our Mission

Windy Hill School is dedicated to providing an exemplary setting for early care and learning. As such, the lab school engages in best practices, as they are currently known. We are devoted to supporting children's healthy development along with a positive sense of self and school. In addition to developing innovative practices, we are committed to preparing college students for work with children and families, conducting research in child development, and contributing to conversations on public advocacy at state and national levels.

### Partnering with College Students

As a laboratory school, Windy Hill receives students from Child Development and other majors who study and work alongside the teachers. College students utilizing the lab school also participate in research initiatives related to their field of study. The added attention, care, and nurturance that our college students provide are a tremendous benefit to the children. During fall term, students enrolled in Language & Creative Arts Birth-5, Health, Safety, & Nutrition for Young Children, and Developmentally Appropriate Practices, have course-related activities in the lab school. Spring term is reserved for child development and psychology majors to complete their internships. All college students who participate in activities at Windy Hill are required to abide by the National Association for the Education of Young Children (NAEYC) Code of Ethics, which, among other things, prohibits them from discussing information pertaining to Windy Hill Children and their families outside of the school environment.



## Windy Hill School History & Curriculum

Founded in 1976, Windy Hill School is a laboratory school for the Social Sciences and Education Department. In 2010, Windy Hill moved to its current location atop a hill with views of Mount Kearsarge. The school provides an optimal environment for teaching and learning in a spacious, beautiful building designed specifically for young children. Teachers utilize the outdoors to learn and explore nature, which facilitates social and physical development, supports creativity and imaginative play, as well as collaboration.

Windy Hill serves children from 13 months of age through pre-k. Classroom teachers nurture growth and development based on the ages and interests of the children. Our play-based curriculum is flexible and emerges from the children's ideas, thoughts, and observations.

The **Toddlers'** routine includes open exploration and play, with teacher-directed activities such as reading aloud, singing songs, flannel board stories, and guessing games. Teachers document and display the children's experiences with pictures and narration so the children can revisit their experiences to verbalize and extend their play. Teachers know that young children's capacities for satisfying interactions, peer play, prosocial behaviors, and negotiating conflicts, are developed in the context of relationships with family members, teachers, other adults, and peers. Toddler teachers work with children as they learn to form friendships, communicate emotions, and deal with challenges as they become successful in learning how to interact with others.

**Nursery** children experience more social and emotional development with a focus on self-help skills, interactions with multiple peers and learning to problem solve and negotiate. Our routine includes a wide array of fine-motor activities, as well as play and project-based learning guided by the children's interests. At this level, there is greater involvement with the campus community, as well as engaging in activities to extend interests in math, science, and reading. Teachers continue to document the children's experiences, and the children help select the work that is displayed on the walls of Windy Hill School.

The **Pre-K** classroom curriculum continues the learning spiral with more in-depth, project-based learning, directed by the children's interests, as well as creative arts activities that promote focus, perseverance, creative decision-making, and fine motor skills. A focus on kindergarten readiness includes a balanced approach to teaching early literacy, math and science skills, as well as social, emotional, self-regulation, and self-help skills.

*Teachers and children in Nursery and Pre-K use tools such as digital cameras and iPads to investigate, explore, and define things of interest. Children in Nursery and Pre-K have access to computers, as well as developmentally appropriate software.*

## **Extended-Day**

Windy Hill's extended-day is for children enrolled in our regular program. A variety of enriching, diverse activities are planned by the afternoon teachers who encourage the children to experiment with novel materials, attempt new activities, or enjoy the wealth of familiar play opportunities. Children engage in a mixture of active and relaxing activities in the lab school's comfortable, low-key environment, as well as take advantage of the many exciting opportunities afforded by the college campus.

The children enjoy activities such as rock climbing at the indoor climbing wall, swimming at the Hogan Sports Center, hiking on campus trails, as well as visiting the college library, art exhibits, dance studio, community gardens, and sporting events. These campus activities keep children active, support their interests, and deepen their understanding of a wide variety of topics

Family members are welcome to share talents from their personal and/or professional lives. Storytelling, foreign language activities, juggling, karate, and dance are just a few of the activities parents have shared with the children of Windy Hill.

## **GENERAL POLICIES**

Windy Hill School is licensed by the New Hampshire Department of Health and Human Services. A copy of NH Child Care Program Licensing Rules is in each classroom as a reference for the teachers and college students. Many of our policies are informed by Licensing Rules, which can be accessed at <http://www.dhhs.nh.gov/oos/cclu/rules.html>

### **Clothing**

- Children should wear simple, sturdy, comfortable play clothes and shoes
- Families are asked to provide an extra set of clothing to stay at school
- Flip flops/bare feet are not allowed.
- Children must have "indoor" and "outdoor" shoes

### **Labeling Property**

- We ask that families label all of their child's items: shoes, extra clothing, comfort items, lunchboxes, reusable containers, etc.

### **Snacks & Lunch**

- Windy Hill provides cups/sippy cups for water. Children have access to cups/water all day
- Families are asked to send a morning snack for their child. If your child is enrolled in the extended day program, your child might require a small afternoon snack as well.
- Families are required to send lunch for their child. Teachers and college students eat with the children, making it a positive social event.
- If your child uses a sippy cup or bottle for something other than water, we ask that you send that in your child's lunch as well.

### **Transportation**

- Families are responsible for transporting their child to and from Windy Hill School.
- Children will not be released to anyone but the child's caregiver, unless otherwise indicated on the child's registration form, or by parental consent.

### **Bedding**

*(Please note: Families are responsible for collecting and laundering bedding.)*

- A one-piece washable roll-up mat is a great option, or a small sheet with a cozy blanket (sleep mats provided by Windy Hill).
- If your child uses a pacifier, one may be left at school.

### **Diapers (Toddler and Nursery Program)**

- Children typically go through five diapers a day. Families are responsible for providing a sufficient supply of diapers.
- Families are responsible for providing a sufficient supply of diaper wipes. Please label.
- We encourage families to provide diaper rash ointment should the need arise. Please label.

### **Parent Conferences**

- Regular check-ins between families and teachers are scheduled throughout the year. Formal parent-teacher conferences occur each spring.
- Each family receives a thorough report (narrative) describing the child's progress. Progress reports are completed each spring.

### **Security Item**

- To ease transitions, we invite families to send a special stuffed animal, blanket, or doll to school. Such items can provide comfort to your child as s/he adjusts to a new environment.

### **Sunscreen**

On sunny days, please apply sunscreen to your child before arriving at school. If your child stays for extended day, provide a bottle of sunscreen labeled with your child's name. Teachers will reapply sunscreen before the children go outside.

### **School Delay, Closing, Cancellation, & Early Dismissal**

Windy Hill School follows the delay, closing, and early dismissal policy of Colby-Sawyer College. Parents are invited to subscribe to "CSC Alert," if they would like to receive automated cell phone or email messages with timely information about school closures. Subscribing to CSC Alert is arranged through the Director.

## Health

*\*Note: There are state licensing rules governing health. Please review those and Windy Hill's Childcare Health Policies found in Appendix B of this document.*

- Children under the age of five need a physical exam annually. In compliance with New Hampshire state laws, the medical report and immunization record must be received on or before first day of school. Any updates to a child's file should be given to the school's Director.
- Prescription medication may be administered only if it is in its original container and labeled with the child's name, drug, dosage, and the name of the prescribing physician. Parents are also required to sign an "Authorization to Administer Medication" form, which can be filled out at the front desk.
- If a child becomes ill during the day, for everyone's protection, parents are expected to pick up the child within 30 minutes of being notified of illness symptoms. Common symptoms of illness include, but are not limited to:
  - ✓ **Fever** - a fever is 100 degrees axillary (armpit); 101 degrees orally. **Children who have had a fever must stay out of school until they are fever-free for 24 hours without medication.**
  - ✓ **Vomiting** - Child will be sent home if s/he vomits. Child may return to childcare the following morning if s/he has not vomited in the previous eight hours
  - ✓ **Diarrhea** - Child will be sent home after one episode of diarrhea. Child may return to childcare when diarrhea has not occurred in the previous eight hours. On the day the child returns, if one such stool occurs, s/he will be sent home.

***For a complete listing of Windy Hill's Childcare Health Policies, refer to Appendix B.***

- A child must be kept home if s/he experiences the following: fever, fresh cold, rash, digestive upsets, sore/itchy eyes or is in the incubation period of a contagious disease. We recognize and appreciate that at times, this may be stressful and inconvenient for families, and we greatly appreciate everyone's cooperation in keeping our school environment healthy.

## Appendix A

### Tuition

Attendance fees are determined on an annual tuition basis. Families must sign a Registration Contract electing the schedule for their child. The parent who enrolls the child is ultimately responsible for the full contracted tuition. Please note this is an annual tuition rate. There are no reimbursements for absences, school closings due to inclement weather or if a holiday occurs on an enrolled day.

Families with more than one child will receive a 10% discount for the second child's tuition. Both children must be enrolled full time (Monday – Friday) to receive the discount.

### Payments

Weekly payments are due in advance on the Friday prior to the start of the school week. This amount is fixed (annual tuition divided into equal weekly payments). Bi-weekly or monthly payments may be made in advance of the weeks of attendance. Credit card or E-check payments can be made on the Colby-Sawyer College web page (see instructions below). Checks or credit card payments can be placed in the blue box at the Windy Hill front desk or mailed. Checks should be made payable to Colby-Sawyer College. Visa, MasterCard, Discover are accepted.

New families in the fall and families of children entering Windy Hill School later in the year must submit a \$100.00 deposit, to be applied toward the first weekly payment.

All Colby-Sawyer College employees must use automatic payroll deductions to make tuition payments. Payroll deductions will begin on the payday before the child starts attending Windy Hill. Financial Services will contact employees via e-mail with more information.

### Late Payment Policy

Any account 14 days past due will cause services to be withheld until resolved, could jeopardize your child's permanent placement, and may be sent out for collections. Any incurred collection costs will be charged against your bill. If an outstanding balance exists at the close of the school in June, the child will not be allowed to return in the fall.

### Colby-Sawyer College web page payment instructions:

Offices & Services: Financial Services > Storefront & Smartcard > Go to Storefront > Windy Hill School. Follow prompts.

<https://commerce.cashnet.com/cashneti/selfserve/EditItem.aspx?PC=GEN-WINDYH++&ItemCount=0>

## **Appendix B**

### **Windy Hill Child Care Health Policies**

While helpful, these guidelines cannot replace the teachers' judgment of your child's ability to participate within the routine childcare environment. For everyone's protection, parents are expected to pick up their child within thirty minutes of being notified of illness symptoms.

### **Symptoms of Illness**

#### **Fever**

For purposes of childcare, a fever is 100 degrees axillary (armpit).

A child must be fever-free, without the use of fever-reducing medicine, for twenty-four hours before returning to childcare. Upon return, child must be able to participate in all classroom activities including outdoor play.

#### **Vomiting**

Child will be sent home if s/he vomits. Child may return to childcare the following morning if s/he has not vomited in the previous eight hours.

#### **Cough**

Child should be referred for evaluation if he/she has a frequent cough that prevents eating, sleeping, playing or which is accompanied by other illness symptoms.

#### **Rash**

Child with an undiagnosed rash may be sent home for any of the following reasons:

Rash is spreading over a period of time

Rash is widespread

Rash appears to cause discomfort

Rash persists for more than two days

Rash contains or consists of blisters

Rash looks like bleeding under the skin

If symptoms do not improve or worsen, re-valuation may be required

#### **Diarrhea**

Child will be sent home for one episode of diarrhea. Child may return to childcare when diarrhea has not occurred in the previous eight hours. On the day the child returns, if one such stool occurs, s/he will be sent home. Diarrhea is a health concern in the classroom.

#### **Cold**

Child may be sent home with any of the following symptoms or complaints:

Nasal congestion/runny nose

Chills

Postnasal drip/sore throat

Red, watery eyes

Neck, head, muscle aches

Sneezing

Cough/hoarseness

Breathing difficulty  
Listlessness/loss of appetite  
Profuse or yellow-green nasal discharge  
Ear drainage  
Pulling on ear/crying

### **Impetigo**

Child may return following twenty-four hours of treatment (may include topical or oral). Draining lesions should be covered with a bandage (i.e., Band-Aid).

### **Pink Eye (Conjunctivitis)**

Child will be sent home if either eye has colored discharge.

Child may return to child care when s/he has been on antibiotics for twenty-four hours, or when there is a diagnosis stating that the drainage is caused by a non-contagious condition (such as a blocked tear duct).

### **Strep Throat**

Child must be on an antibiotic for twenty-four hours before returning to childcare. Child must feel well enough to eat, drink, and participate in all classroom activities.

### ***Additional Information***

#### **"Out-of-Sorts" Children**

Child will be sent home for a change in behavior that severely limits activity, i.e., requires constant holding and attention, inconsolable crying for a long period of time, etc. Child should feel well enough to participate in all classroom activities, including outdoor play.

#### **Administration of Medicine**

Fever-reducing and anti-diarrhea medicines will not be administered by parents or teachers while children are in child care.

Authorized staff, in accordance with the child's medication order, shall perform administration of prescription and approved non-prescription medications to children.

Prescription drugs must remain in their original container and be accompanied by a permission note from the parent.



Thank you for your interest in Windy Hill School.  
Please contact us directly for further information.